**GOVERNMENT OF ANDHRA PRADESH**
**ABSTRACT**

Social Welfare Department – Chandranna Pelli Kaanuka–Single Desk (CHPK-SD) – Marriages not registered from 20th April 2018 to 7th September 2018 - Protocol for enabling Registration, Verification & Payment of Marriage Incentive to beneficiaries not able to apply in time – Orders- Issued.

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SOCIAL WELFARE (EDN) DEPARTMENT

G.O.MS.No. 156 Dated: 07-09-2018

Read the following:

1. G.O. Ms.No.45, Social Welfare (Edn), dated 18.04.2018
2. G.O. Ms.No.47, Social Welfare (Edn), dated 20.04.2018
3. Weekly review meetings on Chandranna Pelli Kaanuka convened by the Social Welfare Department
4. Lr.No.01/SERP/CPK/Communications/2018, dated 13.07.2018 of CEO, SERP, A.P.

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**ORDER**

The Chandranna Pelli Kaanuka-Single Desk (CHPK-SD) has been instituted vide the reference 1st read above.

2. Vide the reference 2nd read above, instructions pertaining to special dispensation for marriages held between 20th April, 2018 to 4th May, 2018, were issued.

3. During the implementation of CHPK-SD, feedback from field officials/ public representatives is received that owing to lack of awareness at the initial stage of the scheme, certain genuine & eligible beneficiaries have not been able to apply for marriage incentive under CHPK-SD, due to the stipulation of applying at least (15) days before the date of marriage. This issue was deliberated in the reference 3rd read above and is also mentioned in the reference 4th read above.

4. After careful consideration of the matter & to avoid difficulty to the genuine beneficiaries, who are otherwise eligible for the sanction of marriage incentive under the CHPK scheme, & who could not register due to lack of awareness of the scheme in the initial stage of the implementation of the scheme, the following guidelines are issued:

A. APPLICABILITY: This facility for post-facto registration now enabled, is for marriages held from 20th April, 2018 to 7th September, 2018.

B. ELIGIBILITY: Beneficiaries should be eligible for sanction of incentive as per eligibility criteria mentioned in reference 1st read above.

C. DATE FOR REGISTRATION: From 24th September to 24th October 2018.

D. PROTOCOL: The following protocol is defined for the registration, verification and sanction of the incentive.

**a) Registration:**

i. Bride & Bridegroom shall visit Mandal Samakhya Office/MEPMA Office, where residence of Bride is located, between 24th September to 24th October, 2018 on any working day between 10.30 am to 5.00 pm.

ii. (2) sets of the following physical documents shall be handed over to the in-charge:

| Sl. No | Criterion | Document |
|---|---|---|
| 1 | Caste | Mee Seva Integrated Certificate with mention of caste. |
| 2 | Age | SSC Certificate<br>Or<br>Mee Seva Integrated Certificate with mention of Date of Birth |
| 3 | Income | White Ration Card |
| 4 | Disability | SADAREM certificate. |
| 5 | Widowhood | 1. Widow Pension number<br>2. Self-declaration, if widow pension is not sanctioned |
| 6 | Membership of APBOCWWB | APBOCWWB registration identity card |
| 7 | Miscellaneous | 1. Aadhaar card<br>2. Bank Passbook of Bride.<br>3. Marriage Photo-(3) copies<br>4. Marriage Invitation Card-(3) Copies |

iii. The in-charge will register the application in the Registration Module.
iv. On successful registration, Bride & Bridegroom shall give Bio-authentication.
v. Bride & Bridegroom shall sign the prescribed Self-declaration form.
vi. The signed Self-Declaration form, Marriage Photo and Marriage Invitation Card shall be scanned and uploaded in the Registration Module.

**b) Verification:**

i. Based on incentive category, application shall be pushed to login of concerned Verification Officers, as mapped below:

| Sl.No | Scheme | Verification Officer |
|---|---|---|
| 1 | a) CHPK (SCs)<br>b) CHPK(SC Intercaste)<br>c) CHPK (Differently Abled)<br>d) CHPK (APBOCWWB) | Assistant Social Welfare Officer (ASWO) |

| | | |
|---|---|---|
| 2 | a) CHPK (Giriputrika)<br>b) CHPK (ST Intercaste) | Assistant Tribal Welfare Officer (ATWO) |
| 3 | a) CHPK (BCs)<br>b) CHPK (BC Intercaste) | Assistant BC Welfare Officer (ABCWO) |
| 4 | a) CHPK (Dulhan) | District Minorities Welfare Officer |

ii. Every Mandal/Municipality shall be mapped to ASWO/ ATWO/ ABCWO/ DMWO.
iii. The Verification Officer shall download the prescribed app.
iv. Based on scheme mapped & location of bride's residence, the application is assigned to concerned officer & an SMS is sent with instruction to collect the application from Mandal Mahila Samakhya/ MEPMA Municipality office & carry out the field verification.
v. Field Verification shall be completed within (4) days, from receipt of the SMS by the Verification Officer.
vi. The Verification Officer shall:

(a). Collect (2) sets of documents from Mandal Mahila Samakhya /MEPMA Municipality Office.
(b). Visit the village/ward and enter the details in the mobile app.
(c). Verify & fill physical Field Inspection Report based on records/ local enquiry.
(d). Based on the verification, the officer shall either **approve or reject the application in the** Field Inspection Report and also in the mobile app.
(e). Sign the Field Inspection Report affixing his office seal.
(f). Hand over (1) set to the same Mandal Mahila Samakhya/ MEPMA municipality office duly obtaining the acknowledgement.
(g). Retain (1) copy with him for record.

vii. The in-charge Mandal Mahila Samakhya/MEPMA municipality office shall enter details of Field Inspection Report in the Verification Module and scan & upload the Field Inspection Report and submit the application.

**c) Incentive Release:**

i. The applications approved after verification shall be pushed to the State Level Nodal Officer CHPK-SD/Director of Social Welfare.
ii. Nodal Officer, CHPK-SD/ Director of Social Welfare shall verify & approve the applications & forward them to the CEO SERP for release of incentive.
iii. 100% of the Marriage Incentive shall be processed in a single instalment.

5. The CEO,APCFSS is permitted to make the necessary changes in the software to enable the processing of the above mentioned claim duly flagging them as "Exception-OS".

6. The concerned HoDs & District Collectors shall take necessary action to ensure wide dissemination of the provisions of this order among general public. The CEO, SERP and MD, MEPMA are also requested ensure wide publicity of the same through Sadhikara Mitras and Kalyana Mitras. `

7. *The District Collectors shall take necessary action for ensuring that (a) no genuine cases are missed out (b) there is coordination among the different stakeholders in this exercise (c) the verification is done properly and only eligible cases are recommended for sanction (d) monitor the progress of verification on a regular basis to ensure that the timelines are adhered by all the stakeholders.*

8. The Director of Social Welfare, the CEO,SERP,AP, the Mission Director, MEPMA, AP and the CEO,APCFSS & all District Collectors shall take necessary action in the matter.

**(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**S. S. RAWAT**
**PRINCIPAL SECRETARY TO GOVERNMENT**

To

1.The Principal Secretary to Govt., BCW Department, A.P.
2. The Commissioner & E.O.Principal Secretary to Govt., Minorities Welfare Department, A.P.
3. The Special Commissioner, Differently Abled Welfare Department, A.P.
4. The Commissioner of Labour, A.P.
5. The Director of Social Welfare, A.P.
6. The Director of Tribal Welfare, A.P.
7. The Director of BC Welfare, A.P.
8. The CEO, SERP,A.P.
9. The Mission Director, MEPMA, A.P.
10. The CEO, APCFSS
11. The CEO, APBOCWWB
12. All the District Collectors in the State

Copy to:
All PD, DRDAs
All Deputy Directors of Welfare Departments (through concerned HoDs)
All Project Officers, ITDAs
SF/SC

//FORWARDED :: BY ORDER//

SECTION OFFICER